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CHIVE/C-121-66
7 June 1966

MEMORANDUM FOR: Director, CHIVE Task Force
SUBJECT : Monthly Report for May 1966

I. ACTIVITY HIGHLIGHTS

A. Management Activities

Several changes in CHIVE personnel assignments occurred during May:

1. [] replaced []
[] as Director, CHIVE Task Force.

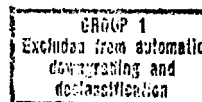
2. A division of the administrative structure of the System Design Group was necessitated by the impending departure of [] (resigning 17 June) and [] (resigning 15 August). [] will serve as Chief, Index and Retrieval Group and [] as Chief, Systems Integration and Support Group under the new plan.

3. Certain security restrictions on [] have been lifted after discussions with OCS.

B. Integration and Plans Staff

1. Phase III Scheduling and Integration (Task 17)

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At the request of the D/CTF, the IPS prepared an accelerated Phase III schedule, depicted in the form of a modified Milestone Network Chart and proposing the utilization of an interim EDP subsystem (FICEUR's FFS), because there apparently is little likelihood that the completion of the 360/65 EDP subsystem can be accelerated.

The IPS also drafted a proposal to the D/CTF recommending consideration of a fall-back interim EAM and/or manual subsystem to operate for a limited period of time until such time as the 360/65 subsystem could be "plugged in."

25X1A [] designed a brief management form, entitled Weekly Task Report, for advising the D/CTF of significant developments and problems systematically. The first reports (one per each active task) will be due 3 June.

[] - 2 days

[] 16 days

[] - 7 days

2. The IA/CI training committee, comprised of [] completed development of the first year training plan for Information Analysts and Content Indexers. Preliminary reading and film lists have been prepared for general orientation IA/CI training, and discussions were held with [] OTR School of Communism, outlining CHIVE needs in respect to China area and topical training. [] agreed to prepare a reading list by the end of the first week in June, to include required and optional (supplementary) material on China. He also promised to arrange for a brief (2-5 day) Chinese Language Familiarization course to be given early in the training program and to plan a two-week China area course for later in the training program. [] suggested that periodic discussion groups be held during the reading phase

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of the program. Thus, IA/CI area and topical training may be initiated in earnest, for those designated as such, during June.

[] - 6 days

3. [] successfully completed an IBM programming course during the first three weeks of May.

4. [] completed OTR's Management Grid Course during the first week in May.

C. System Design Group

1. Security Procedures (Task 1)

A paper describing the solution to the security augmentation problem (CHIVE/W-14-66) was published. Initial discussions with Office of Security personnel on this solution will be held early in June.

Work on the Top Secret Controls, Personnel Security, and Physical Security sub-tasks was nearing completion at month's end. Several persons were consulted on these problems during the month; the included:

[] CIA Top Secret Control Officer
Chief, SR Library

[] Office of Security
Office of Security
Special Intelligence Security

Staff (SISS)

[] concurs in the CHIVE approach to the personnel/physical security problems, but feels that a firm physical space plan for CHIVE must be developed, with supporting documentation, before his office can rule on the proposals. The task team is now attempting to develop the physical space plans, which may involve some modifications of the document delivery system space proposals

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as outlined in CHIVE/W-3-66 (Document Delivery System Recommendations on Organizational Structure and Time Phasing of Implementation). All such plans will be developed in cooperation with the OCR Administrative Staff.

[] - 16 days
[] - 22 days

2. Current Awareness Support (Task 2)

Programming problems, which have delayed progress on this task, were resolved during this month, and an initial print-out based on 265 representative titles was produced. After review by the task team, a second print-out reflecting modifications in format was subsequently produced; it appears to be adequate for demonstration to prospective customers. Consequently, plans for solicitation of customer evaluation are being formulated.

ILLEGIB

In preparation for actual production of the weekly publication, a requirement for regular receipt by CHIVE of selected collateral document series has been submitted to Document Division. During June, this material will be indexed on an experimental basis by [] and [] who will also keep statistics on volume of various categories received as well as time required to process the material. The team hopes to receive weekly print-outs for review in order to "clean up" the exclusion list and improve quality of input prior to actual production.

[] 14 days
[] 6 days
[] - 20 days
[] - 20 days
[] 3 days

3. Page Reader Specifications (Task 4)

The page reader was delivered to Headquarters building on 26 May. It received a small amount of rough handling while unloading; the effect of

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this on internal circuitry and optics cannot be determined until the power is turned on. Subsequent to delivery it was determined that some modifications to computer center wiring were necessary to accommodate the page reader.

Because of the wiring modifications, CDC will be unable to "plug in" for installation testing until approximately 31 May. Acceptance testing will begin on approximately 1 June. This represents a scheduling slippage of one day (excluding repair of any circuitry or optics damage).

4. Dictionary Building (Tasks 5, 38a, 38b, 38c)

a. Location Dictionary

SR location cards were divided into three groups:

- (1) Those that matched locations included in the merger of the nine other location files (approximately 3,200)
- (2) Those with coordinates that did not appear to match locations in the other nine files. (approximately 3,300)
- (3) Those locations for which there were no coordinates or cross references (about 1,300)

An individual record control number was added to each card and EAM print outs were produced:

- (1) Alphabetically for the locations that appeared to match.

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- (2) In coordinate order for those that did not appear to match.
- (3) The balance without coordinates will be captured in a final overall alphabetic list of location names but they will not be assigned CHIVE numbers.

Printouts of the merged 9 location files were produced in alphabetic, coordinate and CHIVE number orders. These printouts have been reviewed and the necessary corrections will be made prior to merging in the SR locations.

Transcript sheets have been prepared for approximately 40% of the SR entries and keypunching of this portion has started. The job should be completed and ready for computer processing by 10 June.

A format has been prepared for displaying the CHIVE Location Summary records when processing has been completed on the SR names. This will complete the basic task of merging together the files of interest, identifying and displaying the information desired from each file, choosing preferred and variant place names, and assigning a CHIVE identification number to each unique place. It has not yet been determined how much machine assistance versus manual transcription will be required to obtain the final machine record format required to produce the desired dictionary and summary file listings.

25X1A	<div style="border: 1px solid black; width: 100px; height: 30px; display: inline-block;"></div>	15 days
		- 5 days
		10 days
25X1A	<div style="border: 1px solid black; width: 100px; height: 30px; display: inline-block;"></div>	- 17 days
		19.5 days
		3 days

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b. Subject Dictionary

Chapter I (Politics and Government, Foreign Affairs and International Relations) has been reworked--based on experience gained in testing--for numbering, expansions of sections, incorporation of omissions, and reductions of subdivisions. The area rules are being re-thought, a slow, painstaking operation which, hopefully, will set the pattern for the entire code.

 6 days

- 13 days

c. Organization Dictionary

Corrected printouts of the COMOR, NPIC, and TDI merged organization files were produced in alphabetic, coordinate and CHIVE number order.

A start has been made toward organizing those TDI (especially the military) installations near given city locations into complexes, so that these installations may be defined in a readily intelligible manner. For example, several individual barracks areas around city "A" that are referred to as a complex by COMOR and NPIC

 5 days

5 days

5. Input Interface (Task 7)a. Forms Design (Task 7a)**SECRET**

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The proposed three header forms have been accepted for use, pending the receipt of management data requirements indicating the necessity for additional form revisions. Draft copies of these forms have been sent to Forms Management, DDS, for approval and forwarding to Printing Services Division.

Meetings were held with []

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[] (PSD) to discuss the possibility of using single, rather than the dual color forms suggested in specifications furnished by CDC. As a result of these conversations, PSD has been requested to initially furnish CHIVE with several sample copies of one form type, in the single color printing, to be used for Page Reader acceptability testing. Use of the single color forms would result in dollar savings of about 40% under the cost of dual color printing.

[] - 1 day
[] - 17 days

b. Dictionary/Indexer Interface (Task 7b)

(Awaiting report from [])

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6. Inherited File Utilization (Tasks 9, 38g)

a. SR Detail Index

Task completed.

7. Indexing Procedures (Task 10)

a. Revision of Indexing Procedures and Techniques (Task 10b)

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A draft list of organization/installation data elements which are recommended for control in the CHIVE system was completed. During June a survey will be prepared to obtain analyst approval of the organization data elements.

25X1A [] 3 days

8. System Test Plan (Task 18)

A task description has been approved. Further work on a system test design has resulted in an understanding of the subsystems to be tested, but the system test design document, due 1 June, will be delayed. During this report period manpower assigned to this task has been detailed to provide new planning charts for a suggested acceleration of the CHIVE effort.

25X1A [] - 5 days

25X1B 9. [] Requirements Study (Task 19)

The Task Team continued to collect data on request patterns in SR, BR, and FIB. To date, 560 request forms have been collected from BR, 650 from FIB, and 350 from SR. Almost all of these requests have been analyzed and the data tabulated manually or formatted for key punching by the Machine Division. A review meeting was held by the Task Team on 6 May after a two weeks sample of requests had been collected and analyzed. Bar charts, statistical tables, and EAM printouts under various sorts were prepared for the meeting. It was the consensus of the Task Team that much useful data was being derived and that the objectives of the study would

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be met by continuing the experiment as designed.

The Task Team met during the month with [] to discuss how the Task Team could be of assistance in determining what would be the demands on the Document Delivery System if BR and FIB were in an operational CHIVE environment. It was agreed that the Task Team would provide the methodology and the necessary data base to conduct such a study but that Document Delivery System personnel would perform the substantive work. The methodology for the study has subsequently been designed and turned over to [] for his action.

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The final interview reports on the first subtask of this study were published during the month. Work is now underway on a report which will set forth the results of the survey and what impact these results will have on the proposed CHIVE dossier design.

[] - 20 days
10 days
- 11 days
10 days

10. Management Data (Task 20)

Work is progressing as scheduled. During the month a visit was made to the Organization and Systems Analysis Division of the Patent Office, Dept. of Commerce. (A separate report will be made on that visit.) A conceptual design of an MIS, developed for GSA by McKinsey & Co., was obtained and thoroughly studied by the Task Team. The team intends to conclude the visit to and studies of other management information systems in early June and will also conclude the study of OCR management data reporting system during

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the coming month. The availability of an initial COG input flow chart is now a critical point for further meaningful progress of the management data task.

3 days

- 13 days

11. Customer Requirements and Relations (Task 22)

During the month, contact was made with the China Task Force in preparation for customer evaluation of the Current Awareness publication. []

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[] has agreed to arrange for the establishment of a panel of approximately 10 working level analysts who will be consulted on coverage, use, and other related matters affecting the content and format of the proposed publication.

Work on the Catalog of China Series continues. Some revision, necessitated in part by the DD/I directive changing authorized series, has been made in the non-codeword section of the list. In addition, the catalog form has been revised. Typing has begun on the codeword portion of the list, but work on this section has been delayed by difficulties in collection of sample documents.

Review of the non-codeword section of the catalog in cooperation with the Current Awareness Task Team is complete. Tentative decisions regarding keyword-indexing for all series listed has been recorded.

- 18 days

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12. Maps and Graphics (Task 23)

A working paper covering recommended procedures for supporting the Graphics Register Film Branch with a permuted title index to films for retrospective searching inclusion of films in the current awareness publication, and control of film management data was completed in final form.

Machine Division, OCR, has been given a Map Library/CHIVE area code conversion table to keypunch in preparation for publication.

[] 9 days
[] 18 days

13. Query Procedures (Task 26)

The draft Procedures Manual for [] was completed, and is being prepared for publication at the end of the month. Two weeks were spent in FIB observing and recording input and query procedures.

[] - 16 days

14. System Flows and Transactions (Task 55)

An overall flow chart, reflecting major input functions and without regard to exceptions, was submitted for review by the Director, CTF. Work is proceeding on detailed charts for deviations from the normal flow.

[] - 5 days
[] - 15 days
[] - 15 days
[] - 3 days

15. COG Organization and Personnel Responsibilities (Task 58)

[] spent several days in FIB where he was extensively briefed on the

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branch's operations. He will proceed to
SR during June.

25X1A [] - 8 days

D., Program Design Group

1. Input Processing (Task 12)

a. Page Reader efforts

- (1) Extensive program, forms and hardware testing was conducted on our PR system (#11) at 25X1A [] to simulate, as closely as possible, the acceptance testing procedure to be conducted at the time the system is installed.
- (2) Ten forms have been reproduced by PSD for use in acceptance testing.
- (3) The 7010 compare program to facilitate the acceptance procedure has been completed and tested.
- (4) Run instructions for the PR program (PR-1) have been prepared.
- (5) Program specifications for the current program (PR-1) and the new program (PR-2) are being typed.
- (6) Modifications to the PR-1 program to accept the Set Control Form are 75% complete.
- (7) PR-2 coding is 50% complete.

Current implementation schedule:

25 May - Installation

26 May - 1 June--Commence acceptance testing.

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[] 17 days
- 8 days
- 2 days

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b. System/360

- (1) The IP draft of 9 April has been rewritten and expanded to become an IP working paper. This paper is in the process of being typed and will be available for dissemination during the week of 30 May.
- (2) The elements and organization of the IP descriptive tables have been formalized and will be attached to the IP working paper.
- (3) Figures, illustrating IP data and logic flow, have been prepared and will be attached to the IP working paper.
- (4) Programmer indoctrination and familiarization has been completed.

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17 days
9 days
11 days

2. Unconditional File Maintenance (Task 13)

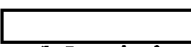
a. "APRIL Maintenance Basic Implementation" was published.

b. Research and Development of FM Logic continued.

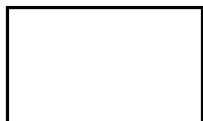
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c.  formalized his earlier resignation.

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d.  continues familiarizing himself with FM.

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20 days
12 days
- 13.5 days

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3. Executive, I/O, 360 Interface (Task 33)

During the month all personnel assigned to the Monitor/OS Interface task terminated their non-CHIVE assignments and were briefed on the overall APRIL design. Detailed familiarization with the features of Operating System 360 was initiated through three approaches:

a. An investigation of the capability, use, and potential of OS Sort/Merge was begun.

b. The design and coding of five small programs to investigate the program management function of the Operating System was begun.

c. Individual effort continued in acquiring an understanding of the potential applicability of control program services to APRIL.



- 20 days
- 7 days
- 16.5 days
- 10 days

4. Current Awareness Task (Task 38h)

a. A special print program to display input for error checking was written and debugged.

b. The format of the SKAN listing was modified and a table of contents was included in the product.

c. All programs were integrated into a system and test runs were performed on the system.

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d. Documentation was commenced for:

- (1) System run book
- (2) Programming manual
- (3) Procedures manual

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[] 17 days
 [] - 16 days
 [] - 7 days

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5. EDP System Design (Task 57)a. User Language Design

A research and evaluation effort was initiated to determine processing strategies and techniques for APRIL languages. Specification of APRIL's data selection and display capability was initiated.

b. Multi Level Security Design

Preliminary design of the APRIL (Automatic Processing and Retrieval for Information Libraries) Multi-Level Security capability was completed. A working paper specifying the design solution was submitted on 24 May 1966.

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[] 6 days
 [] - 21 days
 [] - 21 days
 [] 20 days
 [] 21 days
 [] - 6 days
 [] 20 days

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E. Automatic Language Processing Group1. ALP Development Task (Task 28)a. System Improvement

The level 09 update of the Steno dictionary completed during April provided a track tape from which [] made two new Steno discs. During the early

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part of May one of these discs was checked for permanent errors, an errata file was generated, and a new core for the LPU was made containing this file and an addenda file. Steno production has been run against this new disc and core for two weeks.

Several changes were made in the input edit routine of the Steno LPU program. They include a number of entries to handle common punctuation errors in the Steno input, a change to allow paragraphing anyplace in running text, and several alterations to the ending tables.

Steno lexicographic work during May totalled over 500 entries. An attempt to include all of these entries in a new addenda file for level 09 resulted in the over-running of core. A new level 09 core is now being generated that will include an errata file of 100 entries and an addenda file of about 450 entries. It will be operational by 1 June. All subsequent Steno lexicography will be done in preparation for the next major update (level 10), to be run during June.

The major update of the Russian Master Dictionary started during April was completed on 27 May. A track tape was sent up to [] from which it is anticipated that level 183 disc will be returned for production use during the first week of June. Over 2,000 actions were included in this update.

A new Russian core program (level 182.3) was put into operation during the middle of May. The errata file of this core is now under examination to remove from it those entries included in the level 183 update of the main dictionary.

20 days
- 12 days
- 10 days

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b. System Operation

May production figures for Steno processing are as follows:

	<u>Format Errors</u>	<u>Transliterations</u>	<u>Lines of Text</u>
Mats	146	3,795	43,073
Other	17	628	7,042
Total	163	4,423	50,115

A comparison of April and May production and error figures is as follows:

	<u>Machine Counted Error Rate</u>	<u>Lines Printed on Mats</u>
April	0.0068	35,033
May	0.0091	43,073

The rise in machine counted error rate is attributed to a) variations in Steno input and b) machine problems which will be explained in a later paragraph.

May production figures for Russian MT processing are as follows:

<u>Russian Input Words</u>	<u>Lines of English Text</u>
691,366	100,169

Russian input words during April totalled 371,792.

The disc scratching problem which arose in the photostore during the week of 25 April was corrected during the first week of May. The problem arose as a result of a failure in an air biting on the lens arm. Correction of this problem and the replacement of the cathode ray tube in the photostore has restored the transient error rate of this equipment back to normal levels.

- 10 days

- 5 days

2 days

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2. ALP System Evaluation (Task 29)

Several discussions were held with [redacted] of CHIVE, and [redacted] of FDD regarding the data that is currently being collected, and the methods of collection. Suggestions were made regarding the collection of some additional information that has not been collected to date. Some of the collected data was summarized and plotted for illustrative purposes and to serve as the basis for discussions to determine what changes might have been made in the operating or data recording procedures at different times during the test period that would explain some of the variations in the data collected to date. Work will continue on the assembly of the data to identify weaknesses in the collection method or type of data collected.

F. Monthly Documentation Summary1. Substantive Memoranda

Header Data Indexing Forms, CHIVE/C-103-66, 4 May 1966, 4 pp., Confidential.

[redacted] Requirements Study (Task 19) [redacted] Content Analysis, CHIVE/C-104-66, 5 May 1966, 2 pp., Confidential.

Draft Mission and Function Statement for CODIB Subcommittee on Standardization, CHIVE/C-107-66, 10 May 1966, 1 p., Confidential.

OCR Briefing for [redacted] 15 June 1966, CHIVE/C-109-66, 12 May 1966, 1 p., Confidential.

Comments on ORD Request for Approval on [redacted] Contract, CHIVE/C-101-66, 2 May 1966, 2 p., Secret.

System/360 Problems, CHIVE/C-102-66, 4 May 1966, 6 p., Confidential.

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[REDACTED] Top Secret, and
Material in the
CHIVE System, CHIVE/C-110-66, 13 May 1966,
1 p., Confidential.

DIA Response to CODIB Report of Task Team
IV, CHIVE/C-111-66, 13 May 1966, 3 pp.,
Secret.

Visit to the National Library of Medicine,
HEW, by the Management Data Task Team,
11 May 1966, CHIVE/C-112, 16 May 1966, 2 pp.,
Confidential.

CHIVE File Security, CHIVE/C-114-66,
20 May 1966 (Originated September 1965),
4 pp., Secret.

Suggested Approach for Accelerating CHIVE,
CHIVE/C-115-66, 18 May 1966, 3 pp.,
Confidential.

CHIVE Dissemination Requirements, CHIVE/
C-116-66, 23 May 1966, 1 p., Confidential.

DDC Seminar on the Distribution of Magnetic
Tapes, CHIVE/C-117-66, 23 May 1966, 2 pp.,
Confidential.

Position Changes, CHIVE/C-118-66, 31 May 1966,
2 pp., Confidential.

2. Task Descriptions

System Test Plan (Task 18), CHIVE/T-8-66,
5 May 1966, 4 pp., Confidential.

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[REDACTED] Requirements Study--Subtask II (Task 19)
CHIVE/T-9-66, 20 May 1966, 5 pp., Confidential.

3. Working Papers

APRIL Maintenance Basic Implementation Techniques,
CHIVE/W-13-66, 16 May 1966, 60 pp., Unclassified.

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APRIL Maintenance Basic Implementation Techniques, CHIVE/W-14-66, 16 May 1966, 59 pp., unclassified.

CHIVE Solution to the Security Augmentation Problem, CHIVE/W-14-66, 38 pp., Secret.

APRIL Multi-Level Security Preliminary Design Solution, CHIVE/W-15-66, 23 May 1966, 39 pp., unclassified.

SR Detail Index, CHIVE/W-16-66, 31 May 1966, 136 pp., Secret.

G. Briefings, Meetings, Miscellany

1. [] were briefed on the status of CHIVE Tasks, 6 May.

2. [] has been conducting a continuing series of briefings for a majority of the members of the CHIVE Systems Design Group on the CHIVE EDP System.

3. [] prepared a paper on Intelligence Security Controls (CHIVE/W-12-66) in response to a request levied on the CHIVE Task Force by the Knox Panel.

4. [] a representative [] government, on CHIVE design, 20 May.

5. Discussions were held on files which might be contributed to the COINS System with []

ORD. Four files have been tentatively identified as suitable applications in this area.

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II. PERSONNEL

A. Training

- 25X1A 1. [] completed OTR's Management Grid Course, 6 May. 25X1A
- 25X1A 2. []
[] attended IBM's Basic Computer Systems for Non-Programmers Course, 12-13 May.
- 25X1A 3. [] attended the Intelligence Review Course, 25 April - 6 May.
4. [] attended the Third Annual National Colloquium on Information Retrieval at the University of Pennsylvania, 12-13 May. 25X1A
- 25X1A 5. [] visited the National Microfilm Conference in Washington, 17-19 May.
- 25X1A 6. Five CTF personnel attended the CSC ADP Orientation, 2-6 May: [] 25X1A
[]
- 25X1A 7. [] completed IBM's Basic Operator Systems Course, 16-20 May.

B. Agency

- 25X1A 1. Two new OCS employees entered on duty with PDG during May: [] 25X1A
on 23 May; and []
Computer Systems Programmer, on 16 May.
- 25X1A 2. []
Programmer, resigned effective 20 May.
3. Agency Personnel assigned full time to CTF during May:

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2. On 13 May, [] returned to CHIVE from his temporary assignment. He is scheduled for his final security clearance interview on 31 May. [] who is to be secretary to the contractor group, is also scheduled for her final clearance interview on that date. It is anticipated that [] will be cleared for on-site participation early in June, bringing the total contractor manning complement to fourteen.
3. During the month, [] were given the necessary security clearances for on-site participation.
4. Recruiting efforts are still underway to augment the manning level with three additional programmers per last month's request.
5. Task assignments for contractor personnel have remained unchanged with the one exception that [] has been reassigned to the File Maintenance programming task to be effective early in June.

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III. BUDGET AND FISCAL

A. []

1. The total number of contractor man-hours expended on CHIVE during May was approximately 1,991.
2. Expenditures to date on the current contract are approximately 84% of total budget. An estimate of the cost of completion of the contract is being prepared in order that the contract overrun expenditures through September, 1966, may be funded.

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B. SRI Contract

1. 80% of the budgeted funds and 90% of the time allocated for this project has been expended to date.
2. [] worked at Headquarters during the week of 16 May. [] visited OCS on 26 May for talks with []

C. CHIVE Task Force

1. The total number of man days expended on numbered tasks by all Task personnel (including part time members is as follows:
 - Integration and Plans Staff - 31 days
 - Systems Design Group - 439 days
 - Program Design Group - 277 days
 - Automatic Language Processing Group - 59 days

[]
Staff Assistant
CHIVE Task Force

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